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6/17/98

25 September 1962

MEMORANDUM FOR: CIA RECORDS ADMINISTRATION OFFICER

THROUGH : TSD/Records Management Officer

Chief, DD/P Systems Group

Attn: [redacted]

SUBJECT : Amendment to TSD Records Control Schedule  
7362-61

1. Attached herewith is an amendment to Records Control Schedule 7362-61. The only change has been made in Item 4, Subheading b.

2. Because of the new procedure initiated by the Records Center as of 1 July, it will be necessary to rewrite most of the TSD Records Control Schedule. However, due to the reorganization of TSD presently under way, it is desired that this action not be taken at this time.

3. Therefore, in order to forward to the Records Center several feet of material presently being held in TSD [redacted] for retirement, this amendment has been written covering that portion of the [redacted] Schedule most affected by the change in Records Center procedure. Eventually, the entire TSD/[redacted] schedule will be rewritten.

4. This amendment was the subject of a meeting recently of [redacted] of TSD and [redacted] of your staff.

5. It is requested that this amendment be substituted for Item 4 presently part of TSD Records Control Schedule 7362-61 dated 4 May 1961.

[redacted]  
TSD/RAO

Attachment:

Amendment to TSD  
RCS 7362-61

Copy: Records Center (attn: [redacted])

SECRET

GROUP 1  
Excluded from automatic  
downgrading and  
declassification

**SECRET**

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
4.	<b>DOCUMENT FILES</b>		
	<p><b>a. Intelligence Files</b></p> <p>Consists of information necessary for documentation purposes. These include information reports, finished intelligence, debriefings, maps, city directories, defector source files, etc. Arranged by country and subject within.</p> <p><b>b. Personal Documents</b></p> <p>Consists of original documents as well as photocopies of originals. These</p> <div style="border: 1px solid black; height: 40px; width: 300px; margin: 10px 0;"></div> <p><b>c. Document Reproductions</b></p> <p>Consists of reproduced copies of documents needed for documentation purposes.</p>	<p>97.5</p> <p>Temporary. Screen file periodically. Retain in office area materials needed for current operation. Transfer to Records Center inactive portion. Destroy materials no longer needed.</p> <p>Temporary. Retire to Records Center when inactive. Shelf list for material will be reviewed by TSD [ ] p25X1 to authorizing destruction as indicated below:</p> <p>Items marked 4b1 - after 2 years Items marked 4b2 - after 5 years Items marked 4b3 - after 10 years</p> <p>Should the value of any of these items have changed and destruction cannot be authorized, they will be returned to TSD [ ] for resubmission to the Records Center.</p> <p>90.5</p> <p>Temporary. Destroy when no longer needed for documentation purposes.</p>	<p>Amendment - 25 September 1962 RCS 7362-61</p> <div style="border: 1px solid black; padding: 2px; width: fit-content; margin-top: 10px;"> <p>GROUP 1 Excluded from automatic downgrading and declassification</p> </div>

**SECRET**

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
d. Document Data Cards	Consists of 5x8 cards used as an index to the document file and also used to record pertinent document data for research purposes.	21.8	Temporary. Destroy when no longer needed for documentation purposes.
		23.0	Temporary. Destroy when no longer needed for documentation purposes.

**SECRET**

Amendment - 25 September 1962  
 RCS 7362-61

APPROVED

Chief, Records Management Staff

20 OCT 1962

 Date